

## **ASSIGNMENT OF CROSSING INVENTORY NUMBERS**

### Requirement:

**All crossings in the United States, public, private and pedestrian, both at-grade and grade separated (underpasses and overpasses) shall have a DOT Crossing Inventory Number assigned.** There are only two exceptions, (1) if the crossing is to serve temporary activities for construction and not to extend longer than six months, or (2) if it is within a railroad yard on railroad property which is not available to the general public, i.e., one owned by the railroad itself (but see recommendation below).

A crossing inventory number contains 6 digits followed by an alphabetical letter. The alphabetical letter is a check character to insure that the number is valid. The number is like a “street name sign” and should be posted, preferably, on both sides of the crossing on a signal mast, crossbuck post, sign post or pole, or it could even be spray painted on a bungalow or even on a tie. Responsibility for procuring or making the number board signs is the responsibility of the railroad. They are usually made of aluminum, about motorcycle license plate size, and can be commercially purchased from Keyes-Davis in Battle Creek, Michigan, for between \$2.00 to \$20.00, depending on the number purchased.

The responsibility for numbering the crossing and for filing the inventory report is that of the “Operating Railroad,” that is, the railroad that actually operates over the crossing and which would have to file an accident report if such occurred. This is also the case for crossings that are on private property such as in a plant area owned by a private corporation. If multiple railroads operate over the crossing, then the responsibility falls to the operating railroad who owns and/or maintains the trackage.

### Crossings on Private Property:

Where there are numerous crossings in a yard area belonging to a private company, or a port, or a dock area, one number can be assigned to include all crossings within the private property limits. It is suggested that the railroad clearly post that number where the railroad enters the private property, e.g., “All Crossings in this Complex are Assigned Crossing No. 123-456X.”

Likewise, it is suggested (not required) that the railroad may find it desirable to assign one crossing number to all the railroad’s crossings in a specific railroad yard. The purpose of this would be to clearly have a crossing number to assign to an accident report if an accident did occur in a yard on railroad property.

### Assignment of Crossing Numbers:

Valid crossing numbers can be obtained by contacting Thomas Woll, FRA Washington Headquarters, at 202-493-6290 or by requesting the total number of numbers needed via Fax at 202-493-6478. These numbers are to be used for new crossings and for any crossings that have been identified as not having an assigned number (a careful detailed search should be made before such assignment).

The actual assignment of a number to a crossing occurs when the number is placed on a completed Inventory Form and the Form is returned to FRA for processing into the National File (this processing takes about three months). It is important that this occur as quickly as possible for any existing crossing that does not have a number. The new U.S. DOT Crossing Inventory Form can be obtained from FRA's Office of Safety Website or by contacting Tom Woll.

### The New Inventory Form:

As of May 2000, the new two-sided five-part white Inventory Form with the new data elements should be used, although FRA will continue to accept the older four-part 'green' Forms until they are exhausted. The new two-sided single-sheet Form provides for easy photocopying for distribution to appropriate parties.

For public at-grade crossings, the railroad needs to complete Parts I, II, III & IV, except for those items that are clearly a State responsibility (refer to the instructions for "Responsibility for Updating"). For a public at-grade crossing, the railroad must send the original completed Form to the appropriate "State Crossing Inventory Contact" for completion of Part V and any other State required data. We suggest that the railroad copy the FRA on the transmittal correspondence. The State will complete Part V, etc., send a copy back to the railroad, and forward the original to FRA for processing into the National Inventory File.

For private, grade-separated (including public) and pedestrian crossings, only Part I information is required, although FRA will now accept and input any additional information that the railroad desires to provide. For private, grade-separated, and pedestrian crossings, the railroad may send the original Form directly to FRA and send the State a copy for information purposes. This actually makes the process very simple for assigning number to private crossings.

### Questions or Need for Assistance:

If you have any questions or need further assistance regarding the Crossing Inventory Program, the "GX" computer software program for updating inventory data, or the PCAPS software, please contact Tom Woll at (202) 493-6290, or via the Internet at [tom.woll@fra.dot.gov](mailto:tom.woll@fra.dot.gov).